

# United States Army Student Detachment

## HR In-Processing

### 2017

### Version 01

#### SERVICE MEMBER (SM) INFORMATION

Name:	PCS Order Report date: USASD Sign In Date (same as mission complete): Program Graduation/Completion date:
Rank:	Program:                      Component:

#### MANDATORY DOCUMENTS:

Note: Forms not included in this packet are available under the In-Processing page.

- ☐ Student Data Form
- ☐ Current Officer Records Brief (ORB) or Enlisted Records Brief (ERB)
- ☐ PCS Orders and amendments (if applicable). With duty at location must be included in the "Assigned to" lead line. Contact losing station orders issuing authority if not included.
- ☐ DA Form 31 (Request and Authority for leave (W/Control Number))
- ☐ DD Form 93 (Record of Emergency Data)
- ☐ SGLV 8286, Feb 2015 (Service Members' Group Life Insurance Election & Certificate)
- ☐ DA Form 7415 (Exceptional Family Member Program (EFMP) Query Sheet for Soldiers that have authorized dependents)
- ☐ United States Army Student Detachment Policies Memorandum of Understanding (signed and dated)
- ☐ DA Form 705, May 2010 (Army Physical Fitness Test Scorecard) (current)
- ☐ Update ADPAAS (<https://adpaas.army.mil>) \*\*Print screen to show it has been updated\*\*
- ☐ Sexual Harassment/Assault Response and Prevention Standing Strong Training (SHARP) Certificate
- ☐ DA Form 3955, Jan 2015 (Change of Address and Directory Card) (complete and submit to HRC)

#### REQUIRED DOCUMENTS IF APPLICABLE:

- ☐ DA Form 5500 (Male) or DA Form 5501 (Female) (Body Fat Content Worksheet)

#### HELPFUL INFORMATION:

- ☐ USASD Policy Memorandum #25 - In-Processing Requirements
- ☐ UIC and Student Program List (use to complete In-Processing form)
- ☐ TRICARE Resources for Service

I UNDERSTAND THAT ACTION(S)/UPDATE(S) WILL NOT BE MADE UNTIL ALL MANDATORY DOCUMENTS HAVE BEEN RECEIVED.

SM SIGNATURE:

DATE:

REMARKS: